

# House Committee on Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies

## INSTRUCTIONS FOR MEMBERS and OUTSIDE WITNESSES FOR FISCAL YEAR 2013

The Subcommittee on Commerce, Justice, Science, and Related Agencies will be holding a member and outside witness hearing on Thursday, March 22, 2012, on the fiscal year 2013 budget. For those who are unable to make that date, you may submit your testimony for the record. Instructions for both are below:

### TO REQUEST TO TESTIFY

Send an e-mail request to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov). The email should be brief and only consist of the following:

- Witness name, position, and agency/organization
- Witness telephone number and e-mail address
- Subject matter of testimony
- Point of contact name, telephone, and e-mail address

Additional instructions will be provided by e-mail upon receipt of the request. Requests must be received **no later than Friday, March 16, 2012**. Faxed or mailed requests will not be accepted.

### TO SUBMIT WRITTEN TESTIMONY FOR THE RECORD (ONLY)

Submit the testimony as a pdf file attachment to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov). You must conform to the following guidelines in your statement:

- Do not exceed five pages;
- Your testimony must be single-spaced on 8.5 by 11 inch (letter size) paper, with one-inch margins and at least 12 point font;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page; and
- Do not include color and detailed photos as the hearing volume will be photographically reproduced; however, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five page maximum length.

Testimony must be received **no later than Thursday, March 22, 2012**, for it to be included in the printed hearing volume.

Thank you for your interest in the activities of the Subcommittee on Commerce, Justice, Science, and Related Agencies. If you have any questions, please contact the staff at (202) 225-3351.